

**County of Los Angeles – Department of Mental Health
Program Support Bureau – Quality Assurance Division**

TRANSFER OPPORTUNITY

MENTAL HEALTH CLINICAL SUPERVISOR

THIS IS NOT AN OFFICIAL EXAMINATION
RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH

The Quality Assurance Division is recruiting for a Mental Health Clinical Supervisor to engage in and oversee the provision of QA-related training and technical assistance to the Department's directly-operated and contracted mental health service providers. The position is technical in nature, and emphasizes a comprehensive understanding of, and adherence to, Medi-Cal documentation and claiming standards consistent with Federal, State and County regulations. In addition to these activities, the Division oversees the maintenance of clinical forms and medical records, certifies and recertifies Medi-Cal mental health service providers, and provides consultation on a variety of Departmental projects including the Integrated Behavioral Health Information System. The position reports to the Mental Health Clinical Program Head who oversees the training/technical assistance unit, and is located at 695 South Vermont Avenue, Suite 1500, Los Angeles, CA 90005.

EXAMPLES OF DUTIES:

- Supervises a multidisciplinary team, including establishing duties, and evaluating and directing the work of QA staff serving specific Service Areas and programs.
- Participates in QA-related trainings, and evaluates the quality and effectiveness of these trainings provided by subordinate staff.
- Develops and/or assists in the development of Power Point presentations.
- Provides QA-related consultation and technical assistance to directly-operated and contracted mental health service providers.
- Assists in the development of QA-related manuals, guidelines, policies, forms and special projects.
- Reviews materials provided to the Division from individual service providers for adherence to Medi-Cal documentation and claiming standards.
- Reviews written reports from subordinate staff on documentation and claiming issues found at service providers.
- Conducts site visits with Division staff to provide Medi-Cal documentation and claiming training and technical assistance.
- Acts as lead reviewer when conducting program chart reviews and audits.
- Represents the QA Division at meetings and workgroups.

DESIREABLE QUALIFICATIONS:

- Experience as a QA Chair or QA Service Area Liaison.
- Excellent verbal and written communication skills, including public speaking skills.
- Experience in documenting Medi-Cal funded mental health services and a strong understanding of Departmental/Medi-Cal documentation and claiming standards.
- Experience conducting documentation and claiming-related trainings.
- Willingness to learn a large amount of technical information including an array of policies, procedures, rules and regulations with respect to Medi-Cal claiming and documentation standards.
- Flexible, diplomatic, detail-oriented, and willing to travel county-wide.
- Ability to work effectively in a multidisciplinary/multiagency environment, multitask, manage time effectively, prioritize and organize.
- Experience compiling, analyzing and presenting data.
- Strong computer skills, including proficiency in Microsoft Word, Excel, and PowerPoint.

REQUIREMENTS:

All interested permanent employees wishing to be considered for a lateral transfer and who hold the payroll title of Mental Health Clinical Supervisor are invited to submit a resume, copies of the last two (2) Performance Evaluations, and copies of the last two (2) years of master time records or e-HR time records to **Juanita Olivas via fax (213) 351-7688 or email jolivas@dmh.lacounty.gov by Friday, February 21, 2014.**

All materials submitted will be reviewed. Only the most qualified employees, based on the information submitted, will be contacted for an interview. Performance on the interview will determine the final selection.